

AUDITOR 2

SUMMARY:

The Tennessee Department of Human Services (TDHS) is responsible for administering numerous programs and services to nearly two million Tennesseans, including but not limited to, Families First, the state's Temporary Assistance for Needy Families (TANF) program, Supplemental Nutrition Assistance Program (SNAP, formerly known as the Food Stamp program), Child Support, Child Care Licensing and Assistance, Adult Protective Services, and Rehabilitation Services. TDHS has nearly 20 funding streams and operates a budget over \$3 billion.

Under general supervision an Auditor 2 is responsible for performing specialized or general auditing tasks and is expected to exercise judgement and initiative in handling work assignments. Work may include training of less experienced professional auditors.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Assist in conducting compliance audits of State departments, agencies, institutions, schools or private agencies receiving state or federal funds to determine statutory compliance.
- Assist in conducting operational audits of state or private agencies to evaluate the efficiency and effectiveness of various programs.
- Prepares draft audit narrative reports from work paper summaries under direct supervision, to document audit results, clearly communicate results, and make recommendations for corrective actions.
- Prepares work papers and supporting documentation from a review of records and other auditing resources to identify legal, financial, compliance, and/or administrative problems or discrepancies under direct supervision.
- Communicates with internal and external customers in a friendly and courteous manner to promote healthy relationships and provide exceptional customer service.
- Proficient using Microsoft Office, EXCEL, Word, Outlook, as well as generating reports, electronic spreadsheets, utilizing electronic mail and other devices to facilitate communication with internal and external customers.

EDUCATION/EXPERIENCE:

- Required:
 - A bachelor's degree in Accounting, with the ability to sit for the CPA exam, or a Public Accountant in good standing.
- Preferred but not required:
 - Experience equivalent to one year of full-time professional auditing work.
- Master's Degree and experience in public sector a plus.

SKILLS:

This position requires:

- Competencies in: listening, personal integrity, trust, time management, oral and written communications, approachability, planning, prioritizing, learning, and comfort around senior management.
- Intermediate knowledge of: auditing principles and practices, accounting principles and practices, mathematics (Algebra, Statistical Sampling) and basic knowledge of office productivity software (Microsoft Office Suite).

- Abilities: Intermediate mathematical reasoning, oral and written comprehension, written expression, deductive reasoning, basic problem solving, basic speed of work closure, speech clarity and recognition.

COMPENSATION INFORMATION:

Commensurate with qualifications.

Eligible applicants may send resumes to:

Elke Moore

Audit Services

TN Department of Human Services

400 Deaderick Street, Citizen Plaza Building

Nashville, TN 37243

Elke.Moore@tn.gov